

Town of Warrenton  
Water/Sewer Utilities  
18 Court Street  
PO Box 341  
Warrenton, VA 20188  
540-347-1101/540-347-2678  
FAX 540-349-2414



### HOMEOWNER AUTHORIZATION FORM

If you are a Homeowner and wish for a tenant to start service at your property you must complete the form below PRIOR to the tenant starting service. Your tenant will be required to pay a deposit and a transfer/setup fee. These fees must be paid within the first 10 days of service.

**In addition, your tenant is required to contact our office and set up service.**

Homeowner's name: \_\_\_\_\_

Homeowner's email: \_\_\_\_\_

Homeowner's address: \_\_\_\_\_

Homeowner's phone #: \_\_\_\_\_

Tenant's name: \_\_\_\_\_

Property address: \_\_\_\_\_

Tenant's phone #: \_\_\_\_\_

Effective date of move-in: \_\_\_\_\_

I understand that if The Town of Warrenton does not receive payment from the tenant, the property owner will be contacted to settle the bill. Again, the property owner is ultimately responsible for the debt. I understand that a lien may be placed on this property for services used by the tenant if, after proper notification, I fail to pay the amount of the outstanding balance within thirty (30) days. This action complies with Section 15.2-2119 of the Code of Virginia.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

NAME (PLEASE PRINT): \_\_\_\_\_

DATE: \_\_\_\_\_

When signed and completed, please mail this form to Town of Warrenton, PO Box 341, Warrenton, VA 20188, or fax to (540) 349-2414, or deliver in-person at 18 Court St in Warrenton, or scan and email to [utility@warrentonva.gov](mailto:utility@warrentonva.gov).